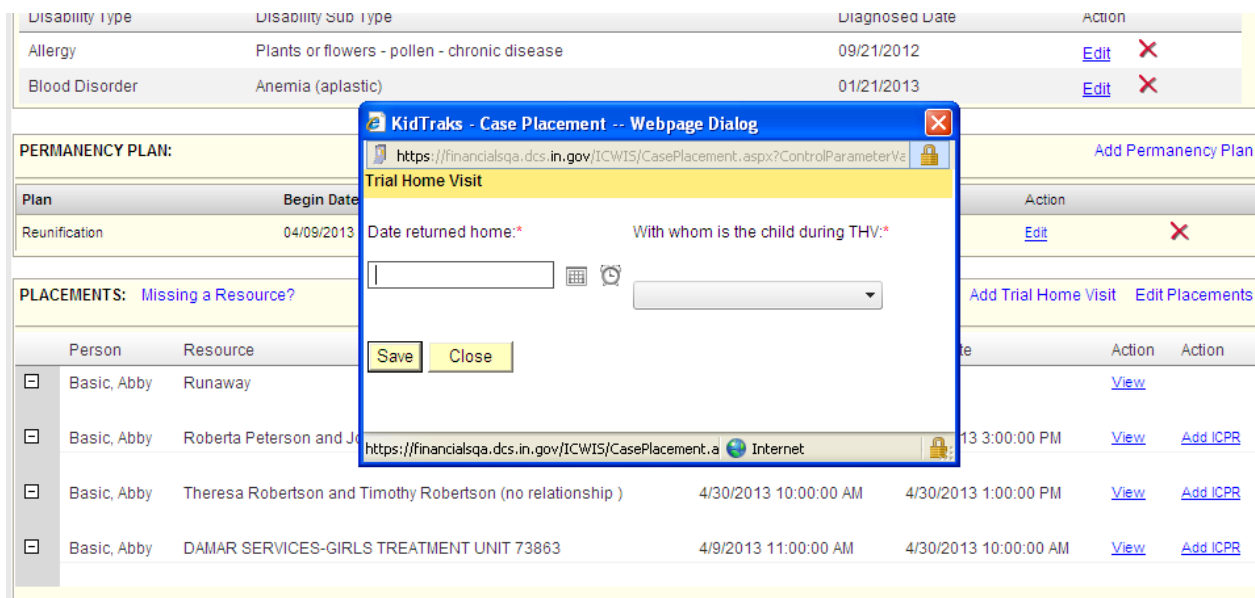
	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
	<b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
	<b>Section 11: Trial Home Visit</b>	<b>Version: 1</b>

## GUIDANCE

### Add Trial Home Visit

When a child is released from placement, but the court has not discharged the child from probation, the child will be sent on a Trial Home Visit (THV). Generally, the child is released to a parent or guardian, often times the same home from which they were initially removed. Clicking on the “Add Trial Home Visit” enables a pop up screen.



The screenshot shows the KidTraks Case Placement Webpage Dialog. The dialog is titled "KidTraks - Case Placement -- Webpage Dialog" and has a URL bar showing "https://financialsqa.dcs.in.gov/ICW15/CasePlacement.aspx?ControlParameterVa". The dialog is divided into several sections:

- PERMANENCY PLAN:** A table with columns "Plan" and "Begin Date". It shows a row for "Reunification" with a "Begin Date" of "04/09/2013".
- PLACEMENTS:** A table with columns "Person", "Resource", "Begin Date", and "End Date". It shows several rows of placement data, including "Basic, Abby" and "Runaway".
- Trial Home Visit Form:** A form with two main sections:
  - Date returned home:\*** A text input field with a calendar icon.
  - With whom is the child during THV:\*** A dropdown menu.
- Buttons:** "Save" and "Close" buttons are located at the bottom of the form.

- **Date Returned Home\*:** Use the calendar to set the begin date and the clock to set the approximate time that the child returned home.
- **With whom is the child during the THV:\*** The drop-down box will display all Case Participants, whether household members or non household members. If the youth is being placed with someone other than those who appear in the drop down, the user will need to add that person as a Case Participant first.

Disability Type	Disability Sub Type	Diagnosed Date	Action
Allergy	Plants or flowers - pollen - chronic disease	09/21/2012	<a href="#">Edit</a>
Blood Disorder	Anemia (aplastic)	01/21/2013	<a href="#">Edit</a>

**PERMANENCY PLAN:**

Plan	Begin Date	Action
Reunification	04/09/2013	<a href="#">Edit</a>

**PLACEMENTS:** [Missing a Resource?](#)

Person	Resource	Start Date	End Date	Action	Action
<input type="checkbox"/> Basic, Abby	Roberta Peterson and John Peterson (no relationship)	5/6/2013 1:00:00 PM	6/10/2013 11:00:00 AM	<a href="#">View</a>	<a href="#">Add ICPR</a>
<input type="checkbox"/> Basic, Abby	Runaway	5/3/2013 9:00:00 PM	5/6/2013 1:00:00 PM	<a href="#">View</a>	
<input type="checkbox"/> Basic, Abby	Theresa Robertson and Timothy Robertson (no relationship)	4/30/2013 10:00:00 AM	5/3/2013 9:00:00 PM	<a href="#">View</a>	<a href="#">Add ICPR</a>
<input type="checkbox"/> Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM	4/30/2013 10:00:00 AM	<a href="#">View</a>	<a href="#">Add ICPR</a>

**KidTraks - Case Placement -- Webpage Dialog**

<https://financialsqa.dcs.in.gov/ICWIS/CasePlacement.aspx?ControlParameterV2>

**Trial Home Visit**

Date returned home: \*

With whom is the child during THV: \*

Mother Basic
Father Basic

[Save](#) [Close](#)

Click “Save” and the data will auto populate onto the placement history grid including the name of the person with whom the child is during the THV. To exit the pop up screen without saving, click “Close” or the red X in the upper right hand corner.

**PERMANENCY PLAN:**
[Add Permanency Plan](#)

Plan	Begin Date	End Date	Create Date	Action
Reunification	04/09/2013	10/09/2013	06/17/2013	<a href="#">Edit</a>

**PLACEMENTS:** [Missing a Resource?](#)
[Add Placement](#)
[Add Runaway from Placement](#)
[Add Trial Home Visit](#)
[Edit Placements](#)

Person	Resource	Start Date	End Date	Action	Action
<input type="checkbox"/> Basic, Abby	Trial Home Visit (Basic, Mother)	6/10/2013 11:00:00 AM		<a href="#">View</a>	
<input type="checkbox"/> Basic, Abby	Roberta Peterson and John Peterson (no relationship)	5/6/2013 1:00:00 PM	6/10/2013 11:00:00 AM	<a href="#">View</a>	<a href="#">Add ICPR</a>
<input type="checkbox"/> Basic, Abby	Runaway	5/3/2013 9:00:00 PM	5/6/2013 1:00:00 PM	<a href="#">View</a>	
<input type="checkbox"/> Basic, Abby	Theresa Robertson and Timothy Robertson (no relationship)	4/30/2013 10:00:00 AM	5/3/2013 9:00:00 PM	<a href="#">View</a>	<a href="#">Add ICPR</a>
<input type="checkbox"/> Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM	4/30/2013 10:00:00 AM	<a href="#">View</a>	<a href="#">Add ICPR</a>